

California Energy Commission



CLASSIFICATION: Administrative Assistant I

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$3,824 - \$4,788

LOCATION: Media and Public Communications Office, Sacramento, CA

FINAL FILING DATE: Until filled

The California Energy Commission's Media and Public Communications Office (MPCO) is looking for a dynamic and highly motivated individual interested in helping Californians continue to have energy choices that are affordable, reliable, and environmentally acceptable. If you are looking to work for an organization that encourages creativity and supports a cooperative work environment, look no further.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

DUTIES/RESPONSIBILITIES: Under the direction of the Assistant Executive Director, MPCO, the Administrative Assistant I will assist with the day-to-day administrative details of Media and Public Communications Office.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Strong organizational skills
- Excellent interpersonal skills
- Proficient in Microsoft Word, Excel, and Outlook
- Able to work independently
- Effective communication skills

WORKING CONDITIONS: The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Working an eight hour workday or 40-hour workweek is required. The incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. Training and Development Assignments may be considered. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #180-094 and Position #180-5361-001 the explanation section of the STD. 678.**

PLEASE NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

California Energy Commission
Personnel Services RPA# 180-094
1516 Ninth Street, M.S. #3
Sacramento, CA 95814
(916) 654-3962
personnelservices@energy.ca.gov

**California Relay (Telephone) Service for
the Deaf or Hearing-Impaired**
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922